

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy to the DCI for Resource Management
Associate Deputy Director for Science and Technology
Comptroller
Director, Equal Employment Opportunity
Inspector General
General Counsel

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Changes to the Senior Intelligence Service Proposal

REFERENCE: Basic Proposals CIA Senior Executive Service,
dated 28 August 1979

1. The Office of Personnel has completed the changes to the referenced proposals as agreed to at the Executive Committee Meeting on Thursday, 30 August 1979. These changes are forwarded as replacement pages to the proposals document.

2. The DDCI has asked that comments be provided to the Office of Personnel by COB Friday, 7 September 1979, in order that an early decision can be made on the architecture of the system.

[REDACTED] TATINTL

Harry E. Fitzwater

Att

cc: DDCI

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18 September 1979

MEMORANDUM FOR: Director of Personnel

FROM: Clifford D. May, Jr.
Associate Deputy Director for Administration

SUBJECT: Comments Regarding Revised Proposal for the
Senior Intelligence Service

In response to your request for comments regarding the 14 September 1979 revision to the basic proposals for the Senior Executive Service, I believe the following items as written may be subject to misinterpretation and should be clarified prior to publication.

1. Page 2, Paragraph e. - This paragraph refers to the policies and provisions of the "SIS". This is the first time in this proposal that the SIS is mentioned. Previous references are to the SES. Accordingly, I believe that some indication should be made of what the SIS is at this point.

2. Page 15, (center of page). - This item indicates that one of the primary functions of the Senior Resources Board is to "submit results of these reviews and recommendations to the Head of the Directorate and Chairman of the "E" Service...". As written, this implies that such results go to both the Head of the Directorate and the Chairman of the "E" Service. I believe that this should read... to the Head of the appropriate Directorate or Chairman of the "E" Service....

3. Page 19, Paragraph E. - The first sentence of this paragraph is somewhat confusing and could be read that all officers would be required to complete a one-year trial period. I believe that this should be changed to read as follows: "After the date established for conversion election of current eligibles for membership in the SIS system, those officers who are subsequently accepted into the SIS will be subject to a one-year trial period where their performance will be evaluated.

4. Page 46, Paragraph (C) - Annual Leave - The sentence as written has been interpreted by a number of people as indicating that 80 hours of leave must be used each year even though the person may be retiring at the end of the leave year. Accordingly, I suggest that

SUBJECT: Comments Regarding Revised Proposal for the
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this section be revised to include a statement indicating that individuals planning to retire during or at the end of the leave year are not required to use 80 hours of annual leave during that leave year and may be paid a lump sum payment for that leave.

 STATINTL

Clifford D. May Jr.

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